# XVIII DAILY BATCH RECONCILIATION

Most of the chapters in the CALSTARS Procedures Manual describe the data preparation requirements and the actual data entry procedures for financial transactions. Once these transactions are entered into CALSTARS, they are strictly controlled by the system. Daily system reconciliation ensures that all financial transactions and error corrections are successfully processed through the system. The purpose of this chapter is to describe the daily system reconciliation process and the manual controls required for proper data monitoring and accountability.

Agencies exercise two controls over CALSTARS financial transactions. These controls are:

- ✪ **Preparation of a Batch Header Slip** for each group of financial transactions entered into CALSTARS, and
- ✪ **Maintenance of a Batch Control Log** that identifies the number of transactions submitted and the total number and amount of those transactions. Agencies also control the assignment of Batch Numbers and Claim Schedule Numbers in the Batch Control Log.

## OBJECTIVES OF DAILY BATCH RECONCILIATION

The primary objectives of the daily batch reconciliation process are:

- ✪ To ensure all financial transactions and error corrections submitted for processing are actually processed by the system or otherwise accounted for.
- ✪ To detect any unauthorized or erroneous updating of the system.
- ✪ To detect any abnormal program termination or other system processing difficulties.

## DATA USED FOR BATCH IDENTIFICATION AND DAILY RECONCILIATION

The **batch identification** data that uniquely identifies **each group of transactions entered** is:

- ✪ **Batch Date** (*YYYYMMDD*),
- ✪ **Batch Type** (2-digit) and
- ✪ **Batch Number** (3-digit).

**NOTE**: The dollar amount fields are **not** used in the daily reconciliation process although they are used to balance a batch for release to the nightly system update cycle.

The batch identification data may be found in the Batch Header Slip, the Batch Control Log and some reconciliation reports.

Two counts used in combination with the **batch identification** data provide most of the information needed for the reconciliation process. They are:

- ✪ **Batch Header Count** - The total number of batches entered and "released".
- ✪ **Batch Record Count** - The total number of transactions in all "released" batches.

The count of transactions on the Error File is tracked by the system.

The Batch Header Count and Batch Record Count are discussed in detail later in this chapter.

## TASKS IN PERFORMING THE DAILY RECONCILIATION

Daily batch reconciliation consists of three basis tasks:

1. Determine the total number of batch headers and transactions *submitted* (key-entered and/or "released") the previous day, including system-generated batches.

2. Determine the number of batch headers and transactions (including error corrections) actually *processed* the previous day. Any batches that are on **Hold** will not appear on the reconciliation reports. The 2$^{nd}$ task may be completed only after the CALSTARS reports are generated from the nightly system update process and received at the agency.

3. Record the figures on the reconciliation form and compare the two totals. Any differences must be investigated and corrected so the figures will balance.

How to determine the number of batches and transactions, record the amounts and investigate any differences is discussed later in this chapter.

## USING THE BATCH CONTROL LOG

The Batch Control Log is the primary source of information needed for the daily reconciliation process. For each Batch Header Slip submitted for data entry, a corresponding entry must also be made in the Batch Control Log. However, there is one exception: System-generated batches resulting from automated system processes are not originated by the agency and therefore do not have a Batch